

AMENDMENT
Request for Proposal

Amendment Date: June 3, 2013

Amendment Number: 1

Bid Event ID: EVT0002314

Document Number: RFX0000392

Closing Date: ~~June 5, 2013~~, 2:00 PM (SEE BELOW)

Procurement Officer: Tami Sherley
Telephone: 785-296-3122
E-Mail Address: tami.sherley@da.ks.gov
Web Address: <http://da.ks.gov/purch>

Item: Services, Tobacco Use Cessation Telephone and On-line Quitline

Agency: 26400 – Kansas Department of Health and Environment

Period of Contract: July 1, 2013 through June 30, 2013
(with the option to renew for five (5) additional one (1) year periods)

Conditions:

1. The Closing date is extended to June 19, 2013.
2. See the attached answers to questions submitted to the Procurement and Contracts concerning the above mentioned RFP.

A signed copy of this Amendment must be submitted with your bid. If your bid response has been returned, submit this Amendment by the closing date indicated above.

I (We) have read and understand this amendment and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: _____

SIGNED BY: _____

TITLE: _____ DATE: _____

Amendment Number 1 EVT0002314 was recently posted to the Procurement and Contracts' Internet website. **The bid document can be downloaded by going to the following website:**

<http://www.da.ks.gov/purch/Contracts/bids.aspx>

It is the vendor's responsibility to monitor the Procurement and Contracts' website on a regular basis for any changes/addenda.

Question 1: Section 4.4.2.5.6.4 regarding annual reports states that the annual evaluation report will be “due the last day of the second month following the end of the contract (calendar) year.” Would this report be required on August 31st (second month following end of contract year; this report could include outcome data for approximately 6 months of registrants) or February 28, 2015 (second month following the end of the calendar year; this report could include outcome data for approximately 12 months of registrants)?

- a. Is this report specific to SEHP members (because it's in section 4.4.2) or should it focus on all KSQL phone program registrants?

The Annual report referenced in section 4.4.2.5.6.4 contains four separate reports (see RFP for information required in each report):

1. Progress Report: due the last business day of the month following the end of the contract year (i.e. if contract ends June 30 report is due July 31).
2. Annual Report of Quitline demographics and services: due the last business day of the month following the end of the contract year (i.e. if contract ends June 30 report is due July 31).
3. Research Report: due the last business day of the month following the end of the contract year (i.e. if contract ends June 30 report is due July 31).
4. Evaluation Report (same report referenced in 4.4.2.6): due the last business day of the ninth month following the end of the contract year to conclude data collection and write report (i.e. if contract ends June 30 report is due March 31).

The Annual report should focus on all Kansas Tobacco Quitline (KTQL) phone program registrants. However, state employees have incentives for quitting and may not match the rest of the KTQL population; therefore, the vendor should provide separate evaluation reports for (KTQL) and State Employee Health Plan (SEHP).

- b. Section 4.4.2.5.7.3 requires quarterly quit and satisfaction reports provided directly to SEHP. If the annual report in 4.4.2.5.6.4 is intended to focus on SEHP members, we would like to confirm these quarterly reports are in addition to the annual SEHP report.

The quarterly reports on the SEHP population are in addition to the annual report on the entire population.

- c. If the Evaluation Report referenced in 4.4.2.5.6.4 is intended to focus on all KSQL phone program registrants, is this report different from the report referenced in Section 4.4.2.6 regarding evaluation of phone-based services, which references a different due date?: “Evaluation shall occur each fiscal year and cover twelve (12) months of data. The report is due the end of January.”

The evaluation report referenced in section 4.4.2.5.6.4 should focus on all KSQL phone registrants and is the same report referenced in section 4.4.2.6. The state is will accept delivery of an evaluation report no later than March 31 to allow for the NAQC recommended best practice of 7-month follow-up with all 12 months of registrants per contract year.

Question 2: Section 4.4.2.6 regarding evaluation of phone-based services states: “Evaluation shall occur each fiscal year and cover twelve (12) months of data. The report is due the end of January.” Is the state open to delivery of an evaluation report later than January 31 to allow for the NAQC recommended best practice of 7-month follow-up with all 12 months of registrants per contract year (i.e., surveys for late June 2014 registrants would not be completed until February 2015)?

The state will accept delivery of an evaluation report no later than March 31 to allow for the NAQC recommended best practice of 7-month follow-up with all 12 months of registrants per contract year.

Question 3: Section 4.4.2.6 states that evaluation of phone based services should be “in accordance with best practice recommendations of NAQC,” while section 4.4.3.11.4 states that evaluation of web based services include “three (3), six (6) and twelve (12) month follow-up.” First, does the State want different follow-up time periods for evaluation of phone- and web-based services? If this is not a requirement, is the state open to employing the best practice of 7-month follow-up for both phone and web-based services to facilitate the comparability of evaluation results between phone and web

services? Finally, we would like to confirm that the State would like follow-up to be conducted at 3 time points for web services.

The three (3), six (6) and twelve (12) month 'follow-up' refers to retrospective captures of user site usage data (site user demographics, statistics and trends in user site usage), by which web-based users will be categorized in the comprehensive evaluation report as an indicator of intervention length and intensity. The state does not need quit rates at multiple points of follow-up. We would prefer the NAQC best practice of 7-months post registration to assess quit rates be used for both phone and web-based cessation to facilitate comparisons between services.